

## REQUEST FOR COUNCIL ACTION

**SUBJECT:** Department Physicals

**SUMMARY:** The Fire Department will be entering an agreement with University of Utah Occupational Health to perform annual OSHA required firefighter physicals. The annual cost will not exceed \$20,500 per year. An option to renew this agreement will be for an additional four (4) years.  
After following the City bidding process, we received only one (1) bid from the University of Utah Occupational Health.

**FISCAL**

**IMPACT:** Not to exceed \$20,500 per year from our operational budget

**STAFF RECOMMENDATION:** Award of bid to the University of Utah Occupational Health.

**MOTION RECOMMENDED:**

14-

"I move to adopt Resolution No. 152 authorizing the Mayor enter into a yearly agreement with the University of Utah Occupational Health for the amount not to exceed \$20,500.00 per year with an optional four (4) year agreement.

Roll Call vote required.

**Prepared by:**

Clint C. Petersen

Clint C. Petersen  
Deputy Fire Chief

**Reviewed by:**

Marc McElreath

Marc McElreath  
Fire Chief

**Reviewed as to Legal Sufficiency:**

Jeffrey Robinson

Jeffrey Robinson  
City Attorney

**Recommended by:**

Richard L. Davis

Richard L. Davis  
City Manager

**BACKGROUND DISCUSSION:**

The Fire Department is required by OSHA guidelines for perform annual physicals on all firefighters. After following the City bid policy, we had only one company submit a bid. University of Utah Occupational Health has submitted a bid not to exceed \$20,500 per year with a four (4) year optional agreement.

See attached RFP documents



May 29, 2014

Thank you for the opportunity to respond to Bid#PW1221: Pre-employment and Annual Health Examinations and other related services for the City of West Jordan.

The Occupational Medicine program at University of Utah Health Care has two conveniently located clinics: the newly remodeled Redwood Health Center with Urgent Care and The South Jordan Health Center, a state-of-the-art LEED-gold facility with Urgent Care and a 24/7 ER in the Daybreak community.

The clinic locations are able to provide a complete continuum of health care services to the employees of the City of West Jordan. Both of these locations have been providing care to firefighters for several years. We follow the NFPA 1582 Standard on Comprehensive Occupational Medical Program for Fire Departments in consultation with the departments. We feel it a privilege to work with firefighters and help them to maintain their health and safety and wellness.

The University of Utah Health Care Occupational Medicine Clinics are staffed by highly trained Occupational Medicine providers. Our physicians, all board-certified in Occupational Medicine, have individually and collectively contributed to the research, writing and administration of the American College of Occupational and Environmental Medicine (ACOEM) Practice Guidelines. These guidelines are used for diagnosis and treatment of work-related illnesses and injuries. Our physicians are highly qualified professors of Occupational Medicine and Health who have significant expertise in managing the occupational health and wellness issues of firefighters. The depth and breadth of clinical experience from this team of providers ensures the best of evidence-based care and cannot be found in any other occupational medicine provider in the valley.

Our dedicated and experienced case management team works with fire departments throughout the valley and assists with all employer-requested testing, follow-up appointment needs, medical record management and coordination of injury care, as needed.

All services needed for exams are located within our clinic (this includes laboratory, x-ray, radiology, spirometry, audiometry screening, cardiology, and other imaging as needed), allowing for timely completion of exams.

PEAK Fitness, a clinic of the Department of Exercise and Sports Science and Division of Nutrition within the College of Health, in conjunction with Occupational Medicine, will deliver a Comprehensive Wellness and Performance package to the firefighters of West Jordan. Services to be included: health, fitness and performance testing, nutrition services, physical activity services, and health and wellness coaching. The Occupational Medicine annual firefighter exam will be conducted on the heels of an annual physical fitness assessment, which will include firefighter physical ability testing and general and specific fitness testing (bod pod body composition, functional movement screen and functional assessment – strength, flexibility and aerobic fitness). Once all firefighters have had their Wellness and Annual Exams, the Fire Chief or Chief's designee will meet with Dr. Jeremy Biggs MD MSPH, Medical Director of Occupational Medicine and Traci Thompson, Director of Peak Fitness, to review results and interpretations and



discuss recommendations. In addition, quarterly fitness training and consultations on wellness, nutrition, exercise and fitness prescription will be offered to all firefighters and designed and delivered with their specific needs in mind.

Clinic Locations:

University of Utah  
Redwood Health Center (RWC)  
1525W 2100S  
Salt Lake City, UT 84119

University of Utah  
South Jordan Health Center (SJHC)  
5126 W. Daybreak Parkway (1 block east off the 114<sup>th</sup> exit of the Mountain View Corridor)  
South Jordan, Utah 84095

Clinic Hours:

Monday through Friday 8 am – 5 pm  
Ph: 801-213-9777

Urgent Care:

Redwood Health and South Jordan Health Centers  
Hours: 5pm-9pm Monday-Friday, and 9am-9pm Saturday and Sunday

Emergency Room:

University Hospital and South Jordan Health Center  
Hours: 24 hours, 7 days a week

**Other Services:**

The following support services are found on location at both clinic locations:

Radiology (including CT, ultrasound, MRI-at South Jordan) – staffed 24 hours/day (at SJHC)  
Laboratory – staffed 24 hours/day (at SJHC)  
Pharmacy  
Physical Therapy Clinic  
Multiple medical specialties for needed consultation including, but not limited to:

- Cardiology
- Sports Medicine
- Physical Medicine and Rehabilitation
- Orthopedics
- Optometry and Ophthalmology through the Moran Eye Center
- Neurology
- Pulmonary Medicine
- Dermatology
- Mobile Crisis Team (mental health counseling)

For more information regarding the University of Utah Occupational Medicine Program and its providers, please visit our web site: [www.healthcare.utah.edu/occmed](http://www.healthcare.utah.edu/occmed)

## INVITATION FOR BIDS

### RETURN BIDS TO:

CITY OF WEST JORDAN  
City Recorder's Office  
8000 South Redwood Road  
West Jordan, Utah 84088

BID NO.: PW1221  
DUE DATE: 05/29/14  
2:00 pm sharp

### FIRE DEPARTMENT PHYSICALS

Please Complete: University of Utah Health Care  
Company Name: Occupational Medicine Contact Person: Donna Paulson or April Dubler  
Phone Number: Donna: 801-213-9779 / April: 801-647-3650 Fax Number: 801-213-9919  
Address (orders): Redwood Health Center: 1555W 2100S City: SLC State: UT Zip: 84119  
Remit Address: AS above City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email Address: Donna.Paulson@hsc.utah.edu  
April.Dubler@hsc.utah.edu Fed Tax ID #: 87-0616107

The City of West Jordan, Utah is seeking bids from licensed health providers to provide physicals and related tests for new hires and annual checkups for existing employees.

The attached specifications are the minimum specifications.

### KEY CONTACTS:

**Bryan R. Crump (801) 260-7300**

Bryan R. Crump will be the Fire Department contact for this bid. Questions concerning the specifications should be submitted to him; however, only written clarifications and addenda issued by the Division of Purchasing will be binding for bid evaluation and award.

**Paul Wellington : (801) 569-5107**

Paul Wellington, Purchasing Agent will be the purchasing contact for this project. Questions concerning the procurement process or bid document may be submitted to him at [www.joeh@wjordan.com](mailto:www.joeh@wjordan.com), or fax'd to (801) 569-5039.

**NOTE:** The bid opening will be 05-29-14 at 2:00 pm at the following location:

CITY OF WEST JORDAN  
City Recorder's Office  
8000 South Redwood Road  
West Jordan, Utah 84088

**NOTE:** Facsimile transmitted bids will not be considered.

Bids, modifications, or corrections received after the closing time on the "Due Date" will be considered late and will not be opened.

It is the intention of the City to issue a contract to the lowest responsive and responsible bidder that meets the bid specifications, with reasonable promptness; however, the City does not guarantee to make an award based upon this IFB.

### GENERAL INFORMATION:

The medical evaluations must comply with the National Fire Protection Association standard. NFPA 1582 Standard on Comprehensive Occupational Medical Program for Fire Departments (2007 Edition).

A licensed and Occupational Medicine Board Certified physician will be responsible for guiding, directing, and advising the agencies and person(s) being evaluated in regards to health, fitness, and suitability for duty as per NFPA 1500, 1582, OSHA 1910.134, OSHA 1910.120 and OSHA 1910.1030.

#### General Duties:

- Maintain a current job description for all positions and ranks within the fire department.
- Understand the physiological and psychological demands placed on members of the fire department and the environmental conditions under which they must perform their duties.
- Use a medical questionnaire and/or medical examination to determine the member's ability to use a respirators specific to the job
- Report in writing the results of the medical evaluation to the examinee and to the Fire Chief, or the Chief designee.
- Inform, in writing, the examinee, the Fire Chief, or the Chiefs designee, as to whether or not the examinee is medically certified to perform his/her required functions in accordance applicable standards and job description.
- Inform the examinee and the Fire Chief, or designee, of any results falling outside the normal limits.
- Maintain medical records of each examinee to be used to establish on-going assessments and evaluation of the examinees progress for baseline data, over time.
- Provide a complete Wellness and Performance evaluation package, in conjunction with Occupational Health, off for the examinees, Fire Chief, or Chief's designee to include quarterly trainings and consultations on wellness, nutrition, exercise and fitness prescription
- All records are to be accessible to the examinee and the Fire Chief, or designee, upon request

#### Scheduling:

- All pre-employment and annual examinations shall be scheduled in advance.
- The examination should begin no later than 15 minutes from the scheduled appointment time. The total examination time should generally not exceed 60 minutes.

#### SCOPE OF SERVICES:

##### New Hire:

1. Detailed physical and medical questionnaire
  - a. Vital signs (pulse, respiration, blood pressure, and temperature)
  - b. Weight and body composition
  - c. Dermatological system (including cancer screening)
  - d. Head, ears, eyes, nose, mouth, throat, neck
  - e. Cardiovascular system
  - f. Respiratory system
  - g. Gastrointestinal system (includes rectal exam for mass, occult blood)
  - h. Genitourinary system
  - i. Endocrine and metabolic systems
  - j. (PSA for males 50 and older)
  - k. Musculoskeletal sys
  - l. Neurological system
2. Audiometry
3. Visual acuity and peripheral vision testing (color and perception)
4. Pulmonary function testing
5. TB testing
6. Urinalysis (dipstick for glucose, ketones, leukocyte esterase, protein, blood and bilirubin) (Micro RBC, WBC, etc)



7. Laboratory Testing
  - a. CBC w/Differential, RBC indices morphology and platelet count
  - b. Electrolytes (Na, K, C1, HC03 or CO2)
  - c. Renal Function (BUN, creatinine)
  - d. Glucose
  - e. Liver Function (ALT AST direct + indirect bili & alk phosphates)
  - f. Total cholesterol, HDL, LDL and triglycerides
  - g. Hepatitis A & B antibodies
  - h. Hepatitis panel (A,B and C)
  - i. HIV screen
  - j. MMR/Varicella Tidor (unless otherwise proven with personal vaccination history)
8. Chest X-Ray (posterior-anterior and lateral views)
9. Electrocardiography (resting 12 lead)

**Annual:**

1. Detailed physical and medical questionnaire (to include but not limited to)
  - a. Vital signs (pulse, respiration, blood pressure, and temperature)
  - b. Weight and body composition
  - c. Dermatological system (including cancer screening)
  - d. Head, ears, eyes, nose, mouth, throat, neck
  - e. Cardiovascular system
  - f. Respiratory system
  - g. Gastrointestinal system (includes rectal exam for mass, occult blood)
  - h. Genitourinary system
  - i. Endocrine and metabolic systems
  - j. (PSA for males 50 and over)
  - k. Musculoskeletal system
  - l. Neurological system
2. Audiometry
3. Visual acuity and peripheral vision testing (color and perception)
4. Pulmonary function testing
5. TB testing
6. Urinalysis (dipstick for glucose, ketones, leukocyte esterase, protein, blood and bilirubin)  
(Micro RBC, WBC, etc.)
7. Laboratory Testing
  - a. CBC w/Differential, RBC indices morphology and platelet count
  - b. Electrolytes (Na, K, C1, HC03 or CO2)
  - c. Renal Function (BUN, creatinine)
  - d. Glucose
  - e. Liver Function (ALT AST direct + indirect bili & alk phosphates)
  - f. Total cholesterol, HDL, LDL and triglycerides
8. Electrocardiography (resting 12 lead)
9. Chest X-Ray every 5 years (posterior-anterior and lateral views)
10. Tetnus/Diphtheria Booster, every 10 years
11. Additional testing as necessary/required for members holding a Commercial Driver's License.(CDL)
12. Comprehensive Wellness and Performance evaluation
  - a. Body composition testing (using Bod Pod technology)
  - b. Functional movement screen and assessment (upper and lower body strength, flexibility, and aerobic fitness)

**TERM OF AGREEMENT:**

The successful bidder will be issued an contract for the fiscal year FY15 (07/01/14 through 06/30/15) with four (one year each) renewal options (if the City and provider mutually agree to exercise the renewals).

**PRICING:**

New Hires examination and testing as specified in Scope of Services above:  
( 0-8 per year )

\$ 324 each

Annual examination and testing as specified in Scope of Services above:  
(60-80 per year )

\$ 240 each

Bidder's Name: APRIL DUBINER Bidder's Title: Business Development Specialist  
Signature: AD Date: 5/29/14

**ADDITIONAL SERVICES**

PSA for males 50 and above	\$25 each
MMR Titer, as needed	\$65 each
Varicella Titer, as needed	\$25 each
Chest X-ray every 5 years (posterior-anterior and lateral views)	\$35 each
Comprehensive Wellness and Performance Evaluation	\$150 each
Quarterly training (12 60-minute courses)	\$1,200
2-hour consultation to Fire Chief and/or designee	included
Individualized comprehensive report per employee	included
Risk assessment and site survey	included

\* Included services (2-hr consultation, report and site survey) valued at \$2,460 for 65 employees

\*\* Please note that the Annual Examination and testing base price of \$240 does not include chest x-rays or vaccines, which are offered only as needed.



BID / QUOTE TABULATION FORM:

Bid Name Fire Dept. Physicals

Project # PW 1221

Bid/Quote Date: 05/29/14  
2:00 PM

Requesting Department:

CONTRACTOR NAME:		New Hire ( Price per each )	Annual exam ( Price per each )
1	University of Utah	\$ 324 <sup>00</sup>	\$ 240 <sup>00</sup>
2			
3			
4			
5			
6			

**THE CITY OF WEST JORDAN, UTAH**  
**A Municipal Corporation**

RESOLUTION NO. 14-  
152

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT BETWEEN  
THE CITY OF WEST JORDAN AND TCF EQUIPMENT FINANCE INC**

**WHEREAS**, the City Council of the City of West Jordan has reviewed the Agreement between the City of West Jordan and University of Utah Occupational Health.

Whereas, the City Council desires to execute the Agreement with University of Utah Occupational Health which award shall not be binding upon the City of West Jordan unless and until the Agreement is fully executed by the parties; and

Whereas, the proposed Agreement between the City of West Jordan and University of Utah Occupational Health for the Firefighter Physicals in the amount not to exceed \$20,500 per year has been reviewed; and

Whereas, the City Council of the City of West Jordan has determined that the Agreement with University of Utah Occupational Health is acceptable.

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF WEST JORDAN, UTAH, THAT:

Section 1.               After approval as to legal form, the Mayor is hereby authorized and directed to execute the Agreement between the City of West Jordan and University of Utah Occupational Health.

Section 2.               This Resolution shall take effect immediately upon passage.

Adopted by the City Council of West Jordan, Utah this \_\_\_\_<sup>h</sup> day of \_\_\_\_\_.

\_\_\_\_\_  
Kim V. Rolfe  
Mayor

ATTEST:

\_\_\_\_\_  
Melanie S. Briggs  
City Recorder

RESOLUTION NO. 14-152

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT BETWEEN  
THE CITY OF WEST JORDAN AND TCF EQUIPMENT FINANCE INC

Voting by the City Council

"AYE"

"NAY"

Jeff Haaga

\_\_\_\_\_

\_\_\_\_\_

Judy Hansen

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Chris McConnehey

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Chad Nichols

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Ben Southworth

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Justin D. Stoker

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Mayor Kim V. Rolfe

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